

**MINUTES**  
**TRANSPORTATION ASSET MANAGEMENT COUNCIL**  
**September 1, 2004**  
**Aeronautics Building**  
**2700 East Airport Service Drive**  
**Lansing, Michigan 48909**

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

**Present**

Carmine Palombo, Chairman  
Aaron Hopper, Member  
Bill McEntee, Member  
Jerry Richards, Member  
Steve Warren, Member  
Frank Kelley, Commission Advisor

Thomas Wieczorek, Vice Chairman  
Eric Swanson, Member  
Susan Mortel, Member  
Kirk Steudle, Member  
Richard Deuell, Member

**Absent**

All members were present.

**Staff Present**

Rick Lilly, Bureau of Transportation Planning  
Rob Surber, Center for Geographic Information  
Ron Vibbert, Bureau of Transportation Planning  
Stacey Schafer, Bureau of Transportation Planning

**Call to Order**

Chairman Palombo called the meeting to order at 1:09pm.

**Approval of the July 7th, 2004 Council Minutes**

Rick Lilly presented the [July 7th, 2004 Council Minutes](#) for approval. Vice Chair Wieczorek moved for the approval of the minutes supported by Mr. Richards. The minutes were unanimously approved.

**Correspondence and Announcements**

Mr. Steudle and Mr. Palombo were invited to a September 8<sup>th</sup> TRB conference in Washington for a Peer Exchange to get people involved in asset management.

Mr. Lilly informed the Council that John Kolessar has officially resigned and the Council was given a copy of his letter of resignation along with his new addresses. We will be mailing Mr. Kolessar the plaque that the Council purchased for him.

There will be a meeting put on by Larry Galehouse in November dealing with starting a Midwest Pavement Preservation Partnership. If anyone would like to attend this meeting, they should contact Mr. Galehouse.

We received correspondence from Sue Fortune addressing the accident that happened last year. Region 7 wanted the Council to pay for this, but under contract they are responsible for the lost damages. In the future the MDOT person will sign for a loaner car as well as sign for the extra insurance.

The brochure is completed, and the Municipal League has been given 900 copies. We are very pleased with the look of the brochure. In addition to the brochure being written in English, it was also translated into Russian so that Mr. Steudle could take copies of it to Latvia.

Terry McNinch, sent Mr. Lilly about ten copies of the Asphalt Pavement Maintenance Field Guide put together by the Minnesota LTAP. If any of the Council members would like a copy of it they need to let Mr. Lilly know

#### **Update on the Data Collection Process- Gil Chasbro**

Mr. Chesbro reported to the Council that 22% of the collection has already been completed, which is higher than last year. Mr. Chesbro expressed his concern over the fact that the lines of communication are different than that of last year, so he is not sure what is all going on but will be getting in touch with the Planning Regions to see how things are going. Everything is looking very good. The Quality Assurance Team will be out next week in the North Region. Mr. Chesbro told his crew to stick to paved roads when doing their collection.

#### **Agency Reports**

Mr. Warren and Mr. McEntee will be meeting with the County Road Association at the Northern Council meeting next week. The Roadsoft User Group is meeting and Mr. Warren and Mr. McEntee will be reporting to their Advisory Council.

Mr. Richards addressed the distribution of the brochures. Mr. Palombo stated that the brochure was primarily put together to address the situation of the cities dealing with the transfer of more than 25% of their funds to their road programs. That is why the cities have received 900 copies of the actual brochure; in addition the brochure is posted out on our website for the public to view. It was recommended by Mr. Palombo that we set up a system to get these brochures in the hands of as many people as we can.

## **Committee Reports**

### **Administrative and Education Committee (Reported by Mr. Wieczorek)**

#### **Topic 1: Accident**

Mr. Wieczorek spoke to the Council about the accident occurred last year during the data collection. A letter was received by Region 7's attorney; each of the committee members received a copy of this.

#### **Topic 2: Budget and Authorizations**

The committee reviewed the budget reports and FY 05 Authorizations.

#### **Topic 3: Vendor Fair**

The Vendor Fair will be held at the Ralph A. MacMullan Center at Higgins Lake, November 8-10. The schedule has been setup and the vendors have been contacted and asked to attend. This meeting does need to have a meeting notice posted to the web.

#### **Topic 3: Training and Education**

We need to continue to work on the video for this. A script needs to be written and pictures need to be taken to be included in the video for this training.

### **Data Management Committee (reported by Mr. McEntee):**

#### **Topic 1: Rating Categorization**

The committee has been working on placing roadways into three categories; routine maintenance, capital preventative maintenance, and structural improvements. The committee is doing this so that when they put together the reporting requirements they can easily be categorized by agencies. Mr. McEntee categorized business rules to help define which categories these varies activities might fall into. The committee will be looking at the business rules and give their feedback back at the next meeting.

#### **Topic 2: Computer Application**

Mr. McEntee, Mr. Surber, and Mr. Warren have been meeting to try and develop an easier method for agencies to report information. They are trying to get together a proposal for CGI. There are a lot of unanswered questions so some of the members of the committee are going to get together when they are at the County Road Association meeting at Shanty Creek next week to work out some of the details. The intent is to come back to the committee with a

recommendation for the next meeting authorizing CGI to begin work on developing an application.

**Strategic Analysis Committee (reported by Mr. Warren):**

This entire meeting was devoted to the vendor fair. The committee grouped each of the vendors into three groups (yes, maybe, no). All of the vendors that got placed into the “maybe” category were called and asked certain questions that the committee had. A letter will be sent out to all of the vendors that the committee wishes to invite as soon as a list has been agreed upon. We have already received confirmation from about half of the vendors who said that they will be at the fair in November.

There will be two vendor presentations on Monday afternoon, and 4 on Tuesday. Each vendor will have approximately one hour and fifteen minutes to present the information that was asked of them by the committee. Since this is a workshop it does have to have a meeting notice so that if the public wants to attend they can.

It was recommended by the committee that at the October TAMC meeting we ask RQFS and Roadsoft to come in and give a presentation on their model.

**Survey Update- Ron Vibbert**

Mr. Vibbert reported that 11 out of the 22 surveys sent out were completed as of right now. The responses were some what predictable. Of the agencies that responded, 10 out of the 11 use some sort of a Pavement Management System. Everyone is using a Linear Referencing System. Traffic data was also some what predictable, most do counts, some do ADT, fewer do commercial, others do history, and no one deals with speeds. Very few are keeping Linear Referencing Systems in conjunction with their project improvements.

For those agencies that have not responded, they have received multiple phone calls from Mr. Vibbert’s staff with no responses given. Overall, Mr. Vibbert is happy with the outcome of the survey. He hopes to have a complete list of those who responded and their information for the Council at the next meeting.

**Work Program Update- Rick Lilly**

Mr. Lilly reported that in some instances we are up to date with our Work Program, but in other instances we are behind. Mr. Lilly handed out a chart showing what needs to be done and what has been completed.

### **Presentation on Performance Measures- Rick Lilly**

The goal of the presentation was to give the Council an overview of what Performance Measures are. Performance Measures should be appropriate to the level of analysis and be constant to the level of decision making.

The level of service should be simple and clear, credible, descriptive, predictable, easily calculated and available.

The Council needs to start thinking about of Performance Measures and how we want to use them.

### **Public Comment**

There were no public comments.

### **Adjournment**

The meeting was adjourned at 3:10 pm.

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Commission Advisor